

## COMPENSATION

The salary range for the two positions:

Principal Management Analyst:

**\$60,272 - \$90,408**

Senior Management Analyst:

**\$53,814 - \$80,722**

Successful candidates may be hired at either the Principal Management Analyst or Senior Management Analyst level depending on experience/qualifications.

The city's excellent benefit program includes:

- ◆ Public Employees Retirement System (PERS 2% @ 55).
- ◆ Voluntary 457 deferred compensation plan
- ◆ 401(a) money purchase plan (city contributes four percent if employee contributes five percent)
- ◆ Flexible spending plan (medical and dependant care)
- ◆ 12 – 14 paid holidays and 12 days of sick leave
- ◆ Generous vacation allowance based on tenure
- ◆ City contribution toward IRC Section 125 cafeteria health and welfare benefits, including medical, dental, life, and disability insurance
- ◆ Employee assistance programs



## APPLICATION AND SELECTION

### PROCEDURE

These positions are **open until filled**. Apply immediately. To be considered for one of these excellent career opportunities, please submit your resume, list of three work-related references and current salary. Resume should reflect years **and** months of positions held. Forward your materials to:

Stuart Satow

**CPS Executive Search**

241 Lathrop Way

Sacramento, CA 95815

Tel: (916) 263-1401; Fax: (916) 561-7205

E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

CPS Executive Search Website:

[www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a preliminary screening interview with the consultants by late-November. The city will then select semi-finalists to participate in city interviews in mid-December. Appointments are expected in early January after follow-up interviews with finalists and extensive reference/background checks to be coordinated with the candidates. For additional information about this opportunity please contact Stuart Satow or David Harris.

Visit the City of Sacramento website at:

[www.cityofsacramento.org](http://www.cityofsacramento.org)

## PRINCIPAL MANAGEMENT ANALYST SENIOR MANAGEMENT ANALYST (3 POSITIONS)

## CITY OF SACRAMENTO



### UNIQUE OPPORTUNITY

California's capital city of Sacramento (pop. 437,000) is seeking motivated and financially astute professionals to fill three positions at the level of Principal Management Analyst and/or Senior Management Analyst in the Finance Department

## THE SACRAMENTO AREA

Sacramento's modern history began in 1839 when John Sutter settled at the confluence of the American and Sacramento Rivers. The area remains one of the fastest growing regions in the country. Sacramento County has a population of 1.3 million, with 437,000 residing within the Sacramento city limits. Approximately 620,000 Sacramento County residents live within the unincorporated areas of the county, making it second in size (among California counties) to only the unincorporated area of Los Angeles County.

Many factors contribute to the economic success of the region. A principal reason that Sacramento has retained its attractiveness is that it offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries.

In addition, the Sacramento region also offers amenities that are attractive to those with an active lifestyle. The Sierra Nevada Mountains, Lake Tahoe, Napa Valley and the Bay Area are just a short drive from Sacramento and offer an unlimited range of leisure opportunities. Educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of California at Davis; Sacramento City College and other community and four-year college programs.

## THE POSITION(S)

The Senior Management Analyst(s) and Principal Management Analyst(s) report to the Budget Manager and the Revenue Manager. There are two vacancies in the Budget, Policy & Strategic Planning Division, and one vacancy in the Revenue Division. Management Analysts perform highly responsible analytical, budgetary, and fiscal administration duties and complete special projects on a city-wide basis. Additionally, they perform complex studies in support of the Mayor and City Council, City Manager's Office, and/or the Budget and Policy unit, while having periodic contact with the Mayor and City Council, department heads, community organizations, and other public and private sector entities. The Principal Management Analyst(s) will have supervisory responsibility in either the Budget, Policy & Strategic Planning Division or the Revenue Division. These positions will be housed in the new City Hall offices scheduled for completion in the summer of 2005.

## THE IDEAL CANDIDATE(S)

Ideal candidates will be hands-on and astute professionals with at least a bachelor's degree in public or business administration, accounting or a closely related field and with progressively responsible professional experience. Candidates should also have superior analytical skills and the ability to successfully absorb and add value to the city's budgeting and financial planning systems. Adherence to the city's values relating to customer service, diversity, ethics, teamwork and accountability is expected. Management Analysts must be experienced in handling governmental revenues and expenditures, skilled in complex financial analysis, and possess basic budgetary

knowledge. Senior Management Analysts must have five years of progressively responsible administrative and analytical government experience; Principal Management Analysts require six years of experience. A master's degree may substitute for one year of experience. Excellent communication skills are essential, as Management Analysts are responsible for preparing City Council and staff reports, and making presentations to the Mayor and Council, City Manager, community interest groups and employee groups.

## Personal Attributes

In addition to the foregoing requirements, city officers have identified the following additional abilities and skills that the ideal candidate will possess:

- ◆ Open, approachable, diplomatic and politically astute
- ◆ Team player
- ◆ Strong interpersonal skills
- ◆ Visionary with strategic orientation
- ◆ Effective advocacy skills
- ◆ Common sense, with decisions made on logic and reason
- ◆ The ability to make difficult decisions
- ◆ Conscientious of the needs of both internal and external customers
- ◆ Flexible and unbiased, with a high level of integrity
- ◆ Collaborative and creative in problem solving
- ◆ High level of integrity